

FINANCIAL SERVICES

MISSION STATEMENT

The Financial Services Department is committed to quality and excellence ensuring the financial integrity of the City and its related agencies while providing efficient courteous service.

DESCRIPTION

The Financial Services Department is responsible for providing quantitative financial information as well as qualitative fiscal management of City funds. This enables the City Council, City departments and agencies to make informed decisions on the allocation of available resources through the careful analysis of revenues and expenditures. The department also maintains a balanced City budget, and provides the City's financial condition and the results of its operations in the fiscal year-end Comprehensive Annual Financial Report (CAFR).

The department provides a wide range of services including budget, purchasing, accounts receivable and revenue collection, fixed asset management, payroll, accounts payable, accounting, deferred compensation administration, Public Employees' Retirement System (PERS) reporting, debt management, and internal audit management.

OBJECTIVES

The Financial Services Department closely adheres to the City Council's adopted Financial Policies. These include maintaining a balanced operating budget for all governmental funds, monitoring all proprietary funds to ensure that they remain self-supporting, maintaining appropriate reserves, and complying with all bond covenants.

The department will continue to monitor the City's financial operations in conjunction with the City's Ten-Year Strategic Plan Goals and comply with the change

of reporting requirements by the Governmental Accounting Standards Board (GASB). The Financial Services staff will provide ongoing training and support to City employees in the Oracle financials module in order to maintain a high level of customer service to its residents and businesses.

The department will continue to produce an award winning Annual Budget, CAFR and Capital Improvement Program (CIP) budget that is recognized by both the Government Finance Officers Association (GFOA) and the California Society of Municipal Finance Officers (CSMFO).

The City and its related agencies bonded indebtedness will continue to be monitored including debt service payments, bondholder relations, arbitrage coordination, continuing disclosure requirements and internal controls.

CHANGES FROM PRIOR YEAR

In order to meet the budget reduction objectives of the department, there were several staffing changes that were made. These include the downgrade of an Assistant Financial Services Director to a Deputy Financial Services Director; a Budget Manager to an Administrative Officer; a Sr. Administrative Analyst to an Administrative Analyst I; and a Payroll Technician I to an Account Clerk. An Account Clerk position was also added in the accounting division.

Reductions in Materials, Services & Supplies include a savings of \$5,183 in professional services. A service agreement to collect DMV and Franchise Tax Board Fees through a new collection agency was able to save \$52,000 in collection costs.

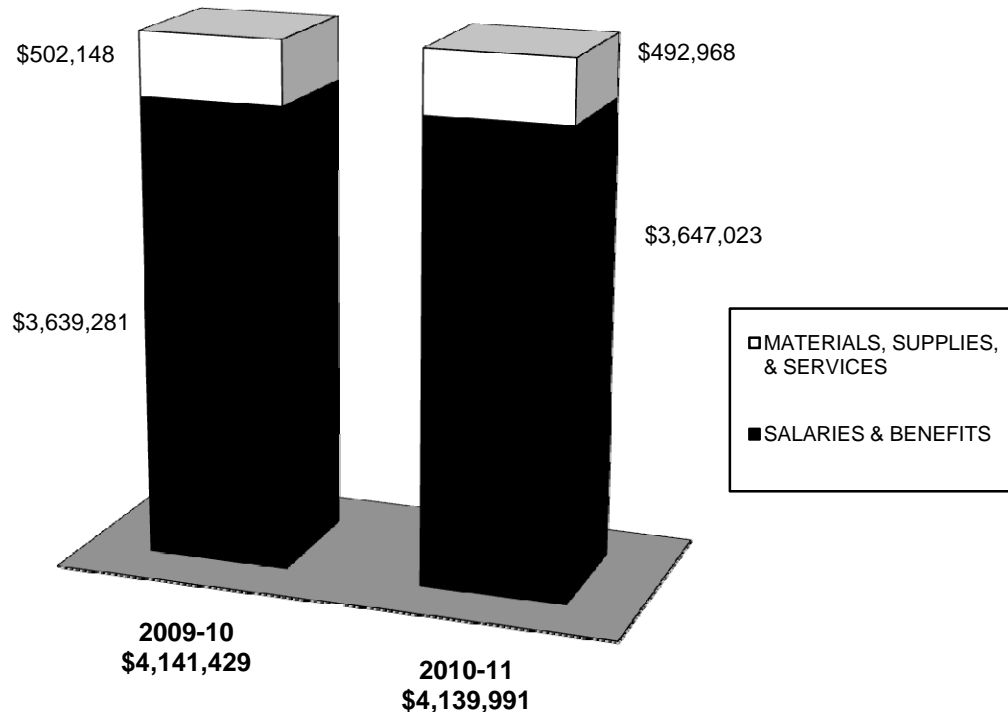
A one-time increase in professional services agreements was granted by City Council to modernize the telecommunications ordinance for the Utility Users Tax.

DEPARTMENT SUMMARY

	EXPENDITURES 2008-09	BUDGET 2009-10	BUDGET 2010-11	CHANGE FROM PRIOR YEAR
Staff Years	34.000	33.000	34.000	1.000
Salaries & Benefits	\$ 3,276,967	\$ 3,639,281	\$ 3,647,023	\$ 7,742
Materials, Supplies, Services	537,034	502,148	492,968	(9,180)
Capital Outlay	7,500			
TOTAL	\$ 3,821,501	\$ 4,141,429	\$ 4,139,991	\$ (1,438)

FINANCIAL SERVICES

Department Summary



2009-10 WORK PROGRAM HIGHLIGHTS

- Adopted a balanced budget totaling approximately \$758 million.
- For the 15th year in a row, the City received the Government Finance Officers Association's (GFOA's) Distinguished Budget Presentation Award for FY 2009-10, the highest form of recognition in governmental budgeting.
- For the first time, the "Budget at a Glance" document was selected to receive the Excellence in Public Communications Award by the California Society of Municipal Finance Officers (CSMFO) while also garnering the Excellence in Budgeting Award for both the Capital and the Operating Budgets for FY 2009-10.
- Coordinated the FY 09-10 audits for the Transient Occupancy Tax and Transient Parking Tax. The Colony Theatre was included as part of this audit as well as the Parking Citation Program.
- Worked with bond rating companies to get an upgraded credit rating of AAA, the highest rating possible; and to get the Redevelopment Agencies bonds upgraded.
- Worked with the Retirement Plans Committee and Aon Consulting to analyze the City's \$457 Deferred Compensation Program, conducted a Request for Proposal for a consolidated \$457 provider, and began the transition and educational process for employee accounts.
- Worked with Information Technology to upgrade the general ledger for the Work Asset Management system (WAM), Federal Energy Regulatory Commission (FERC) standardized chart of accounts, and Fixed Asset Revaluation.
- Completed all Material Process Improvement (MPI) Alliance Agreements for the Burbank Water and Power Warehouse to eliminate parts shortages and support field crews.
- Implemented the new Fuel Inventory Control Management System to store and dispense fuel, and replace worn out equipment at all City fueling sites.
- Developed a new Green Purchasing Administrative Procedure in support of the City's Sustainability goals.

2009-10 WORK PROGRAM HIGHLIGHTS cont.

- Implemented Multi-Functional Printer Equipment (MFP) in eight City departments to decrease operation costs, increase equipment functionality and support the City's Sustainability goals.
- To enhance record-keeping and oversight, modified the language to the Transient Parking Tax (TPT) Ordinance.
- In support of the City 's Economic Stimulus Program, the "Welcome to Purchasing" brochure was developed for Burbank businesses on how to do business with the City of Burbank.
- Implemented a secondary citation collection program, Law Enforcement Systems (LES), allowing the City to improve collection rates and save approximately \$52,000 a year in collection costs.
- Worked with consultants to complete the Revenue Optimization Study, and presented the results to the City Council for review and consideration.

2010-11 WORK PROGRAM GOALS

- Continue to update the current 5-year long range financial forecast to address any future projected budget shortfalls and to forecast within + or - 3% of actual results.
- Establish periodic revenue reports to present to executives and Council members.
- Coordinate planned audits including Transient Occupancy Tax and Transient Parking Tax audits and others as well.
- To reduce paper costs and promote sustainability, Purchasing will continue to implement multi-functional printers to the remaining departments.
- Incorporate all independent auditor management letter comments such as implementing a citywide fraud and ethics policy, working with the Treasurer's office to improve our cash/bank reconciliation process and to work closer with the various city departments in order to more quickly capitalize major projects that have been
- Work with the Community Development Department to support the City Council's goal of providing economic stimulus to local businesses by communicating with the Chamber of Commerce and educating local businesses on how to effectively do business with the City.
- Implement an E-Payables Program in Accounts Payable to streamline and expedite payments to vendors electronically.
- Implement a Federal Electronic Withholding Order Process to receive child support wage assignments electronically.
- Implement an Accounts Payable online vendor payment report for increased public transparency.
- Implement Oracle Employee Self-Service online view capabilities.
- Work with the City's Deferred Compensation provider (ICMA-RC) to transfer accounts and plan assets.
- Continue to assist BUSD with the financing of the High School Athletic Fields Project.
- Continue to explore alternative funding sources for a new Central Library.
- Continue to work with bond ratings companies in order to help get city and agency bonds upgraded.
- Implement any newly issued GASB pronouncements, specifically GASB 54 New and Improved Definitions of Fund Balances and Types to ensure accurate reporting of the financial requirements.
- Work with the Information Technology Department to design, test and implement the new CalPERS health and retirement reporting system which is scheduled to be operational in 2011.
- Continue working with Information Technology on the implementation of the Work Asset Management (WAM) system, Federal Energy Regulatory Commission (FERC) accounts and Fixed Asset Revaluation.
- Continue working with consultants and other departments to improve the annual cost allocation plan.
- Explore the feasibility of streamlining Public Works Construction bidding processes, including the use of the e-procurement system.
- Place a measure on the April 2011 general election ballot in order to modernize the City's Utility User's Tax ordinance via voter approval.
- Implement the California Franchise Tax Board requirement to withhold 7% State Tax on out of state vendor payments.
- Develop the Oracle Employee Time Entry Self Service for the Information Technology Department as a trial test.

Accounting/Administration Division

001FN01A

The Accounting/Administration Division is responsible for the development, implementation, and maintenance of effective financial accounting systems and controls. The Division provides for management control over the City's financial operations by ensuring the ability to present fairly, and with full disclosure on a timely basis, the financial position of the City. This division is responsible for the development of long range financial planning and fiscal support functions to other City departments and other responsible agencies. Payroll, debt management, deferred compensation/PERS management, accounts payable, accounting and financial reporting, as well as managing of internal audits are handled in this division.

OBJECTIVES

- Complete month-end closings of all Oracle financial modules in a timely manner.
- Complete State Controller's Reports (City and Redevelopment Agency), Street Reports, and Comprehensive Annual Financial Reports (CAFR's) within applicable deadlines.
- Issue the 6/30/10 Comprehensive Annual Financial Report (CAFR) that meets the GFOA award program guidelines for excellence in financial reporting.
- Coordinate Annual Financial Audit with outside auditors.
- Provide initial and ongoing training for all Oracle Financial users.
- Work with all necessary departments to revise and maintain five-year cash flow analysis for Refuse, Sewer, Golf, Gas Tax, Parking Authority, Transportation funds, Redevelopment funds and selected Internal Service funds.
- Work with Information Technology to implement on-going enhancements for the Enterprise Resource Planning (ERP) system.
- Perform system requirements documentation with the Information Technology Department.
- Debt administration for all bond issues.
- Enhance interdepartmental communications and customer service through ongoing training and standard ongoing departmental meetings.
- Coordinate the City's Internal Audit Program.

CHANGES FROM PRIOR YEAR

A new Account Clerk position (1 FTE) in the payroll division was added and made permanent due to an increase of responsibilities in the division. This position also serves as a back-up to the accounts payable section and Executive Assistant position of the department.

The Payroll Technician I position was downgraded to an Account Clerk position as part of the budget reduction.

DIVISION SUMMARY

	EXPENDITURES 2008-09	BUDGET 2009-10	BUDGET 2010-11	CHANGE FROM PRIOR YEAR
Staff Years	17.000	16.000	17.000	1.000
Salaries & Benefits	\$ 1,570,412	\$ 1,799,686	\$ 1,915,735	\$ 116,049
Materials, Supplies, Services	360,507	236,170	189,273	(46,897)
TOTAL	\$ 1,930,919	\$ 2,035,856	\$ 2,105,008	\$ 69,152

Budget/Purchasing/Revenue Division

001FN02A

The Budget Section's main function includes the preparation, development and publication of the Annual Adopted Budget and the Capital Improvement Program (CIP) budgets. The division works with all City departments in obtaining revenue estimates, expenditures and assistance on budget amendments during the budget process. The Division submits a proposed budget document for review to Council prior to adoption. The Budget division also provides reports regarding the financial status of the City during the fiscal year.

Purchasing provides centralized control over the issuance of purchase orders and contracts with respect to the procurement of goods and services. The Warehouse provides support to general City departments through the purchase and distribution of various stock items.

The Revenue Section is responsible for managing the revenue operations of the City and monitoring the City's major revenues, such as Sales Tax and Property Tax. It is also responsible for the City's billed receivables including the collection of Citywide delinquent accounts. The division is also responsible for monitoring all grants.

OBJECTIVES

- Prepare and maintain a balanced annual operating and CIP budget.
- Anticipate potential economic impacts from changing conditions, State budget impacts to Burbank, State and Federal legislation to the City, and recommend and/or take measures to mitigate or minimize those impacts.
- Coordinate annual cost allocation plan.
- Coordinate the annual update of the Burbank Fee Schedule.
- Prepare annual *Budget in Brief* Document and Budget Brochure.
- Provide ongoing training to all departments on the Oracle Purchasing and Accounts Receivable modules.
- Enhance interdepartmental communications and customer service through ongoing training and standard ongoing departmental meetings.
- Support Citywide purchasing needs by assisting departments in preparing bid specifications and request for proposals as well as negotiating contract terms.
- Provide departments with analytical support for special studies such as revenue analysis for proposed new fees and funding sources.
- Provide the City Manager and City Council ongoing status reports on the City's financial condition.
- Support general warehousing needs in a timely and customer-friendly manner by increasing the efficiency of the Warehouse Section procedures and continued staff development and
- Administer the City's billed receivables and maintain delinquent accounts for all departments.

CHANGES FROM PRIOR YEAR

New fees were added to the Fee Schedule for bound copies of the Comprehensive Annual Financial Report (CAFR) in the amount of \$20.00; Annual Budget Book in the amount of \$30.00; and the Capital Improvements Program Book in the amount of \$20.00. The Revenue division also increased the finance charge of delinquent invoice balances from 10% to 12% per annum. A Return Item Fee was also increased from \$25.00 to \$35.00 per item.

Part of the budget reductions include the downgrade of an Assistant Financial Services Director to a Deputy Financial Services Director; a Budget Manager to an Administrative Officer; and a Sr. Administrative Analyst to an Administrative Analyst I.

DIVISION SUMMARY

	EXPENDITURES 2008-09	BUDGET 2009-10	BUDGET 2010-11	CHANGE FROM PRIOR YEAR
Staff Years	17,000	17,000	17,000	
Salaries & Benefits	\$ 1,706,555	\$ 1,839,595	\$ 1,731,288	\$ (108,307)
Materials, Supplies, Services	176,527	265,978	303,695	37,717
Capital Outlay	7,500			
TOTAL	\$ 1,890,582	\$ 2,105,573	\$ 2,034,983	\$ (70,590)

Accounting/Administration

001FN01A

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2008-09	FY 2009-10	FY 2010-11	PRIOR YEAR
STAFF YEARS		17.000	16.000	17.000	1.000
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 1,084,069	\$ 1,277,954	\$ 1,370,818	\$ 92,864
60006	Overtime	12,252	10,000	10,000	
60012	Fringe Benefits	464,692	507,244	530,429	23,185
60015	Wellness Program	506			
60022	Car Allowance		4,488	4,488	
60031	Payroll Adjustment	8,893			
		1,570,412	1,799,686	1,915,735	116,049
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62085	Other Professional Services	\$ 255,266	\$ 140,469	\$ 99,649	\$ (40,820)
62170.1001	Private Contractual Services	18,380			
62300	Special Departmental Supplies	6,389	7,000	7,000	
62310	Office Supplies	18,709	21,897	21,897	
62420	Books & Periodicals	860	1,000	860	(140)
62440	Office Equip Maint & Repairs	728	765	765	
62455	Equipment Rentals	716	3,500	3,500	
62700	Memberships & Dues	1,050	1,080	1,080	
62710	Travel	3,151	7,760	7,760	
62755	Training	1,985	3,130	3,130	
62895	Miscellaneous	1,083	900	900	
NON-DISCRETIONARY					
62485	F535 Comm Equip Rental	22,158	20,165	20,165	
62496	F537 Computer Equip Rental	30,032	28,504	22,567	(5,937)
		360,507	236,170	189,273	(46,897)
PROGRAM TOTAL		\$ 1,930,919	\$ 2,035,856	\$ 2,105,008	\$ 69,152

Budget/Purchasing/Revenue

001FN02A

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2008-09	FY 2009-10	FY 2010-11	PRIOR YEAR
STAFF YEARS		17.000	17.000	17.000	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 1,181,557	\$ 1,274,124	\$ 1,238,028	\$ (36,096)
60006	Overtime	125	500	500	
60012	Fringe Benefits	509,685	564,971	492,760	(72,211)
60031	Payroll Adjustment	15,188			
		1,706,555	1,839,595	1,731,288	(108,307)
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62085	Other Professional Services	\$ 49,475	\$ 170,678	\$ 209,405	\$ 38,727
62170	Private Contractual Services	32,282			
62300	Special Departmental Supplies	6,397	4,128	4,128	
62310	Office Supplies	7,799	7,845	7,845	
62405	Uniform & Tool Allowance	520	862	562	(300)
62420	Books & Periodicals	19	505	505	
62440	Office Equip Maint & Repairs		445	445	
62455	Equipment Rentals	1,749	5,181	5,181	
62700	Memberships & Dues	2,233	1,740	1,740	
62710	Travel	4,263	5,000	5,000	
62755	Training	1,823	2,350	2,350	
62895	Miscellaneous	113	400	400	
NON-DISCRETIONARY					
62220	Insurance	34,403	37,513	40,367	2,854
62475	F532 Vehicle Equipment Rental	12,400	8,160	7,408	(752)
62485	F535 Comm Equip Rental	7,728	7,080	7,080	
62496	F537 Computer Equip Rental	15,323	14,091	11,279	(2,812)
		176,527	265,978	303,695	37,717
CAPITAL OUTLAY					
70011	Operating Equipment	\$ 7,500			
		7,500			
PROGRAM TOTAL		\$ 1,890,582	\$ 2,105,573	\$ 2,034,983	\$ (70,590)

FINANCIAL SERVICES

AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2008-09	STAFF YEARS 2009-10	STAFF YEARS 2010-11	CHANGE FROM PRIOR YEAR
FINANCIAL SRVCS DIR	1.000	1.000	1.000	
ASST FINC SRVCS DIR	2.000	1.000		-1.000
DEPUTY FINC SRVCS DIR		1.000	2.000	1.000
PURCHASING MGR	1.000	1.000	1.000	
BUDGET MANAGER	1.000	1.000		-1.000
GRANTS & REV MANAGER	1.000	1.000	1.000	
ADMINISTRATIVE OFFICER			1.000	1.000
FISCAL OPER SUPV	1.000			
SR BUYER	1.000	1.000	1.000	
SR ADMIN ANALYST	1.000	2.000	1.000	-1.000
ADMIN ANALYST II	2.000	1.000	1.000	
PRINCIPAL ACCOUNTANT	1.000	1.000	1.000	
ACCT/AUDIT MANAGER	1.000	1.000	1.000	
FIN SYSTEMS MANAGER	1.000	1.000	1.000	
SR ACCOUNTANT	1.000	1.000	1.000	
BUYER II	1.000	1.000	1.000	
ACCOUNTANT	2.000	2.000	2.000	
SUPV ACCOUNT CLERK	3.000	3.000	3.000	
SR. COLLECTIONS SPECIALIST	1.000	1.000	1.000	
ADMINISTRATIVE ANALYST I	2.000	2.000	3.000	1.000
PAYROLL TECH II	1.000	1.000	1.000	
PAYROLL TECH I	1.000	1.000		-1.000
STOREKEEPER	1.000	1.000	1.000	
ACCOUNT CLERK	3.000	2.000	4.000	2.000
SR. CLERK		1.000	1.000	
STORES HELPER	1.000	1.000	1.000	
EXECUTIVE ASSISTANT	1.000	1.000	1.000	
INTERMEDIATE CLERK	2.000	2.000	2.000	
TOTAL FULL TIME	34.000	33.000	34.000	1.000
TOTAL STAFF YEARS	34.000	33.000	34.000	1.000